ROUTING AND TRANSMITTAL SLIP

Date 13 June 80

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/PPG		13
2. DD/P6 ∧		13 JUN 1980
3. C\PPG		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached set up for the signature of the DD/P&M. The points at issue are not of a nature that requires the attention of the D/S. As a matter of interest, this is the type of thing that drives originators and RCD nuts. Every distribution results in additional comments after there is reason to believe everything has been resolved. In this instance, the additions appear justified, but it will be understandable if ODP wonders "Why now?" The suggested direct ODP-ISSG contact should soften such a reaction.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

STAT

5041—102

✮ U.S. G.P.O. 1977-241-530/3090

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

13 JUN 1980

STAT

MEMORANDUM FOR: Chief, Regulations Control Division
Information Services Staff

FROM:

Deputy Director of Security
Policy and Management

STAT

SUBJECT: Proposed Revision of [   ] Automatic
Data Processing (ADP) Management (Job #8345)
Draft D

REFERENCE: Your memorandum dated 22 May 1980,
same subject

1. The Office of Security concurs with subject proposal,
subject to the following additions.

    a. Expansion of paragraph d(4)(d) to read:
"Verifying ADP user names and distributing passwords
for routine periodic password changes. Initial
assignment and distribution of USERID's and passwords
will be made by the Customer Services Branch/ODP
or its delegated representatives in certain remote
buildings."

    b. Introduction of a new paragraph d(4)(h) to
read: "Validate new user access requests."

    c. Appropriate redesignation of paragraphs
d(4)(h) and (i).

2. The additions are considered to represent a necessary
expansion of basic responsibilities. Wording is, of course,
negotiable. In the interest of expeditious processing, it
is suggested that ODP deal directly with the Information
Systems Security Group, Office of Security if the proposed
additions require action to effect resolution.

STAT

Distribution:
  Orig - Adse
    1 - OS Reg
    1 - DD/P&M
    1 - ISSG
    1 - PPG

STAT /P&M/PPG [   ] :sw
  (13Jun80)
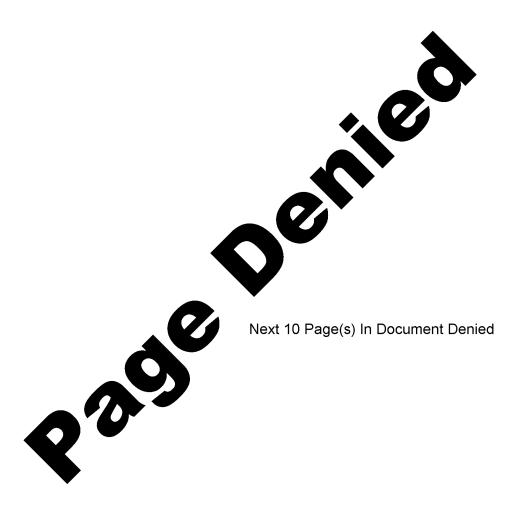
OS 0 1388-A

22 May 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
                      Deputy Director for Science and Technology
                      Deputy Director for Operations
                      Comptroller
                      General Counsel
                      Legislative Counsel
                      Inspector General

STAT

FROM:

Chief, Regulations Control Division
Information Services Staff

STAT

SUBJECT: Proposed Revision of [   ] Automatic Data Processing
(ADP) Management   (Job #8345) DRAFT D

REFERENCE: Our Memorandum Dated 27 August 1979

FOR YOUR INFORMATION:

STAT

    1.   Attached is the final draft for [   ] proposed by the Director of Data Processing. Draft C of this proposal was sent for information in August 1979, the attached draft incorporates changes as a result of the information process. The various changes are:

        a.   Paragraph a(2) of Draft C has been deleted. The paragraph stated that the General Services Administration is the organization responsible for Government-wide acquisition of ADP equipment, software and services.

        b.   Editorial changes have been made for clarity in paragraph d(1)(a).

        c.   Paragraph d(5)(h) has been added to include ODP training responsibility.

        d.   Paragraph d(7) has been revised to show that the Office of Communications is responsible for the provision of all communications support necessary between and among decentralized ADPE.

    2.   Please give this proposal your prompt review. We plan to send the proposal to the Deputy Director for Administration on 13 June 1980 for approval. Questions may be directed to [   ]

STAT

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Attachments:
    A.   Concurrence Sheet (OGC)
    B.   Proposed Revision of [   ]

STAT

OS G 1388

cc: AO/DCI   OS
      AO/RMS-CTS OC
      C/ISS   OL
      SSA/DDA   ODP

HQ. INSTRUCTION SHEET

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	51-54	8/13/75				is revised to update policy and responsibilities regarding ADP management and control.

Arrows in the page margin show the locations of the changes described above.

DISTRIBUTION: AB

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BASIC

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT
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Proposed Revision of

STAT

Policy and Plans Group
4E-70, Hdqs.

EXTENSION

DATE
23 MAY 1980

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/ISSG STAT	5/27			1. For your review and comment by 11 June 1980.
				In August 1979, ISSG offered a suggestion that appears in the attached as paragraph d(4)(e). In January 1980, you reviewed "Draft C" and offered no comment.
2.				
3. C/PDB	5/28			1 & 3 Your action. Please pull our file on this proposed revision.
4.				
5.				Two questions:
6.				① Do the ADP Control officers (component) distribute (all) ODP passwords? (d(4)d)
7.				
8.				
9.				② (~~Actually paper~~)
10.				How can OS/ISSG be informed of systems under $25,000 (d(2)f(3) i.e. who does central systems ≤ 25000?
11.				
12.				
13.				
14.				
15.				ISSG 32-4

FORM 610 USE PREVIOUS EDITIONS
1-79